

Texas State Board of Examiners for Speech-Language Pathology & Audiology
Tips for Expediting a License Application

1. Download all current forms from the website <http://www.tdh.state.tx.us/hcgs/plc/speech.htm>. Read board rules and application instructions first. Send all required documents together with the application and any fees via regular US Mail to the PO Box 12187 address. If portions of the application are sent under separate cover, a delay occurs in matching the documents to the rest of the application. For security reasons, overnight mail to the Wall Street address is no longer accepted.

*If you are applying for an intern license, please hold your application until you have completed the **Intern Plan and Agreement of Supervision Form**. If you are applying for an assistant license, please hold your application until you have completed the **Supervisory Responsibility Form for Assistants**.

+If you are applying for an Audiology or Audiology Intern license, please remember to also include your **Fitting & Dispensing of Hearing Instruments Registration Form** and fee.

2. **PROOFREAD THE APPLICATION AFTER COMPLETING.** Be certain all questions are answered, particularly question 8, page 2, and that the application is signed, dated, and notarized. Be sure to sign in the presence of a notary and check that the date of applicant signature and the date of notary signature are the same.

3. Make sure transcripts are official copies. If the university sends them in a separate sealed envelope (sealed by the University), go head and OPEN THE ENVELOPE, unfold and attach the transcripts to the end of the application packet.

4. Staple all application documents together, with the application form at the top of the stack. Attach your check LOOSELY (e.g. paper clipped) on top. This will allow for easy removal of the check without detaching any of the application documents, which will help prevent loose papers from becoming separated on the way to the board office.

5. Send the completed application materials in a flat 8" x 11" or 11" X 14" envelope so the application and documents are not folded. Folded documents can get separated, jammed in the machine that opens the mail, etc. on their way to the SBESLPA office.

6. If the name on the check is different from the applicant name, the applicant should write the name listed on the check, check #, and date of check on page 1 of the application form. Once the check is processed and credited to our budget, board staff must match the funds shown on the payment list before the license can be processed. If no name on the list matches the applicant's name, it can be very difficult to ascertain which the applicant has paid, which will then hold up the license approval.

7. After the application is approved and processed, the license approval letter (and supervisor approval letter, as applicable) is mailed to the address provided by the applicant. This gives the new licensee approval to work. Certificate and licensure cards are printed at a separate time and will be mailed approximately 2 - 3 weeks after approval.

8. You may request that the license approval letter be faxed to your employer. You can do so by attaching your request to the front of the application materials and submitting it with your application.

9. Please note that the SBESLPA staff is not able to accommodate special requests (e.g. sending more than one fax, calling first to let someone know a fax is coming, special handling or printing of certificates or licensure cards, etc.).